

Kingston DataTraveler DT4000 USB Drive User Instructions Version 2.0



FSSA Privacy & Security Compliance Office



Quick Start Guide

First Time Use: To set up your Kingston Encrypted DT4000 USB Drive prior to first use:

1. Insert the USB drive in a USB port.
2. Open *Windows Explorer* or *My Computer*.
3. After initialization (*Installing Device Driver* or *Found new hardware* message), click on the **CD Drive (x) DT4000** drive icon (left side navigation pane), then double-click on **DT4000_Launcher** application icon (right side navigation pane).
4. In the DataTraveler windows—click **Next** after each entry:
 - a. Select language: English
 - b. Accept license agreement
 - c. Enter a [complex password](#)
 - d. Enter your contact information
5. When the formatting of the drive is complete—Format Complete prompt—the drive is ready for use.

Use: To use your Kingston Encrypted DT4000 USB Drive:

1. Insert the USB drive in a USB port.
2. Open *Windows Explorer* or *My Computer*.
3. Click on the **CD Drive (x) DT4000** drive icon (left side navigation pane), then double-click on **DT4000_Launcher** application icon (right side navigation pane).
4. Enter your password.
5. Files may be copied to the drive labeled KINGSTON: cut-and-paste; copy-and-paste; drag-and-drop; and, files may be opened, used, saved to, and deleted from the KINGSTON drive.
6. When you are done: click on the **DT4000 icon** in the Task Bar (Windows XP) or the System Tray/Up Button then **DT4000 icon** (Windows 7); then, click **Shut down DT4000**.
 - a. You will be prompted when it is safe to remove the USB drive.

Do not store your password with the device. If you do and the device is lost or stolen the data is not protected.

If your USB drive is lost or stolen, immediately report it to your supervisor.

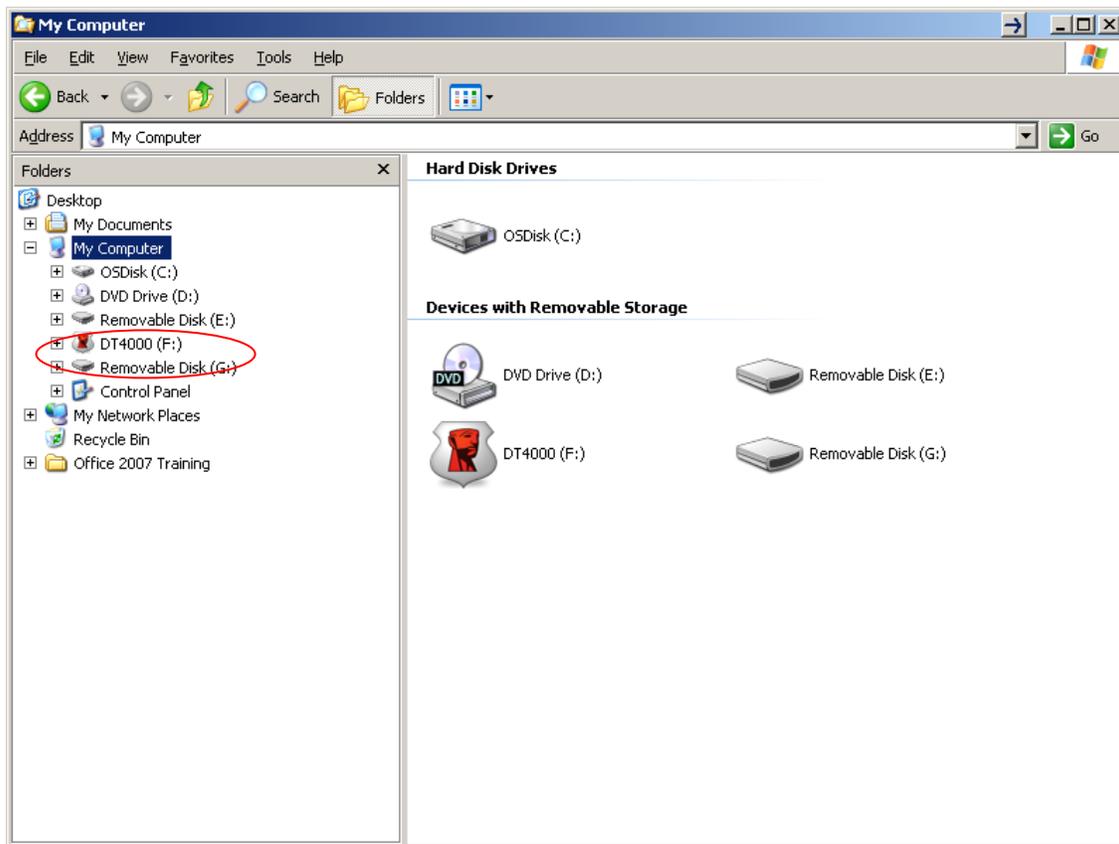
User Guide

The following is a brief guide to assist you on your first use the Kingston encrypted USB drive. If you require additional assistance please reference www.kingston.com

To begin using this USB drive, it must first be formatted and you must enter in a complex password to protect the data on the drive.

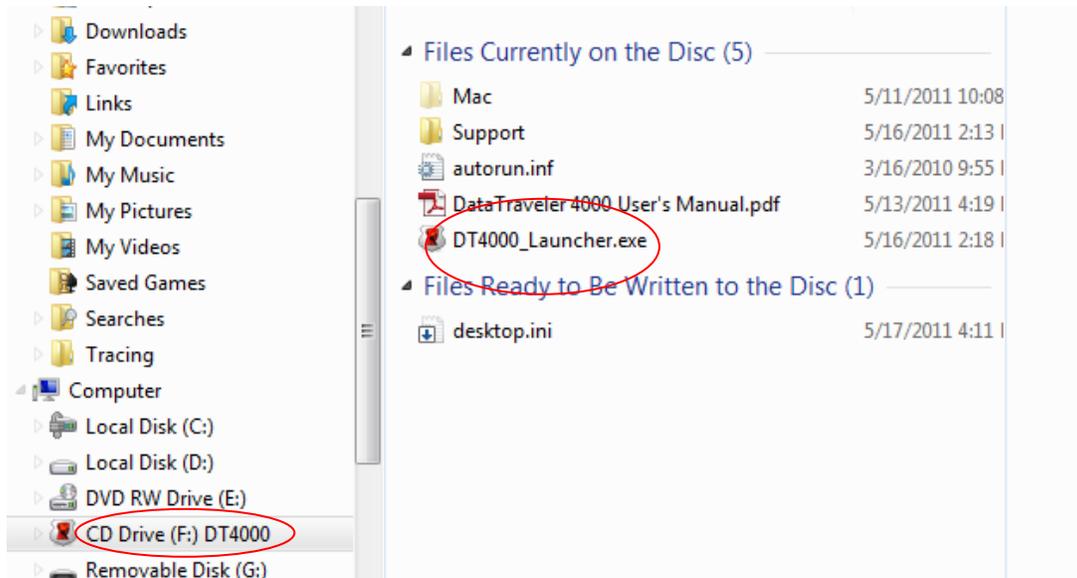
First use: Insert the USB drive into a USB port and wait for it to be initialized (*Installing device driver or Found new hardware* message appears).

Open *Windows Explorer* or *My Computer* and you will see the drive listed as DT4000. Note: The next letter drive (drive G in this example), which is where you save your data, will not yet be accessible; it will be available after formatting the drive.



Note: The DT4000 has two partitions or drives: the DT4000 partition and the KINGSTON partition (the KINGSTON partition is labeled Removable Disk until your password is entered). The DT4000 partition contains the DT4000_Launcher application and a more extensive user manual. You cannot save files to this partition. You can save files only to the KINGSTON partition, once you have entered your password.

Click the **DT4000 icon** (left side of the navigation pane), then double click the **DT4000_Launcher** application icon (right side of the navigation pane).



The following prompt will appear:



Select **English**, and then click **Next**.

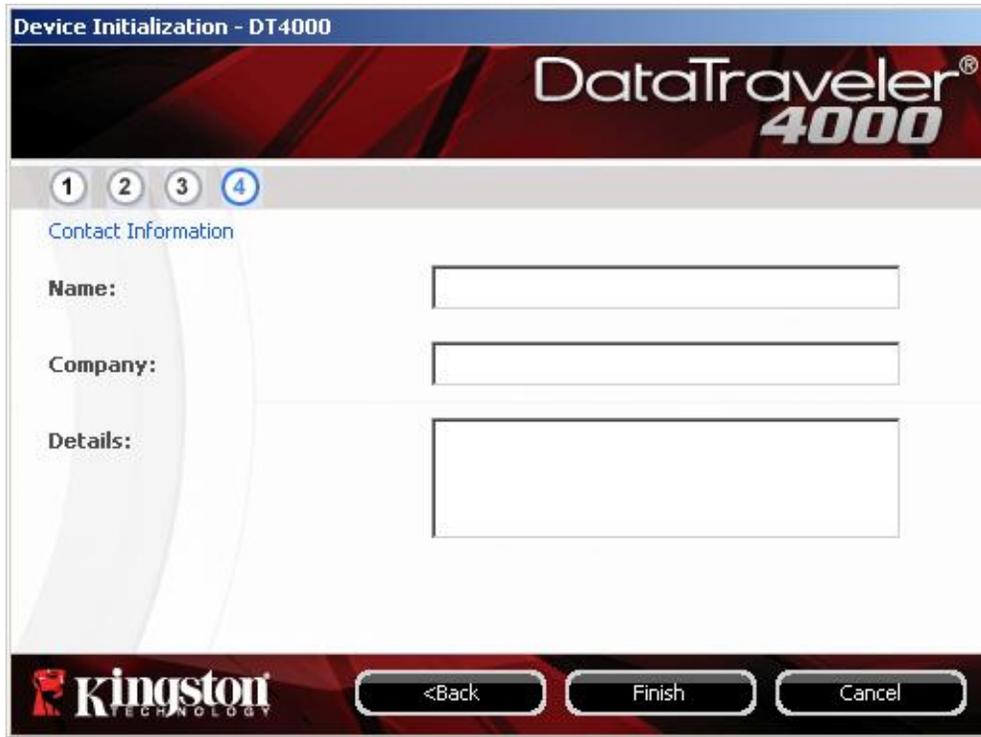
The License Agreement screen will appear: [click Accept](#) and then [click Next](#).



Enter a [complex password](#) (entered twice for confirmation); you can also enter a password hint to remind you of your password should you forget it.



On the next screen enter your Contact Information; then click **Finish**.

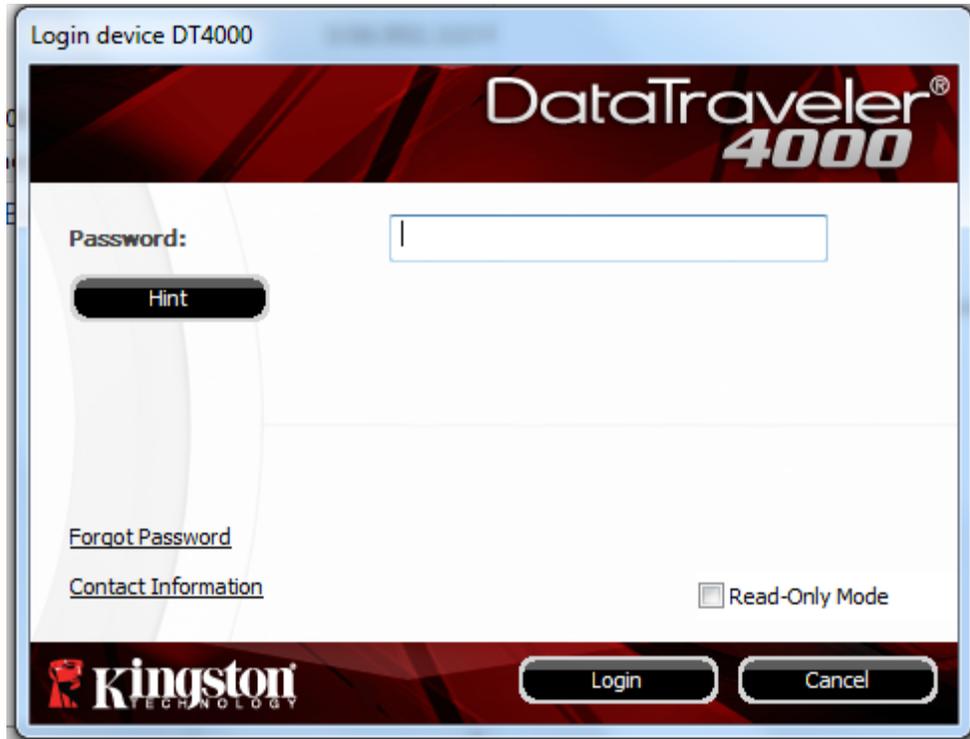


Once you click 'Finish' the device will format, and then be ready for use when you see the following prompt.



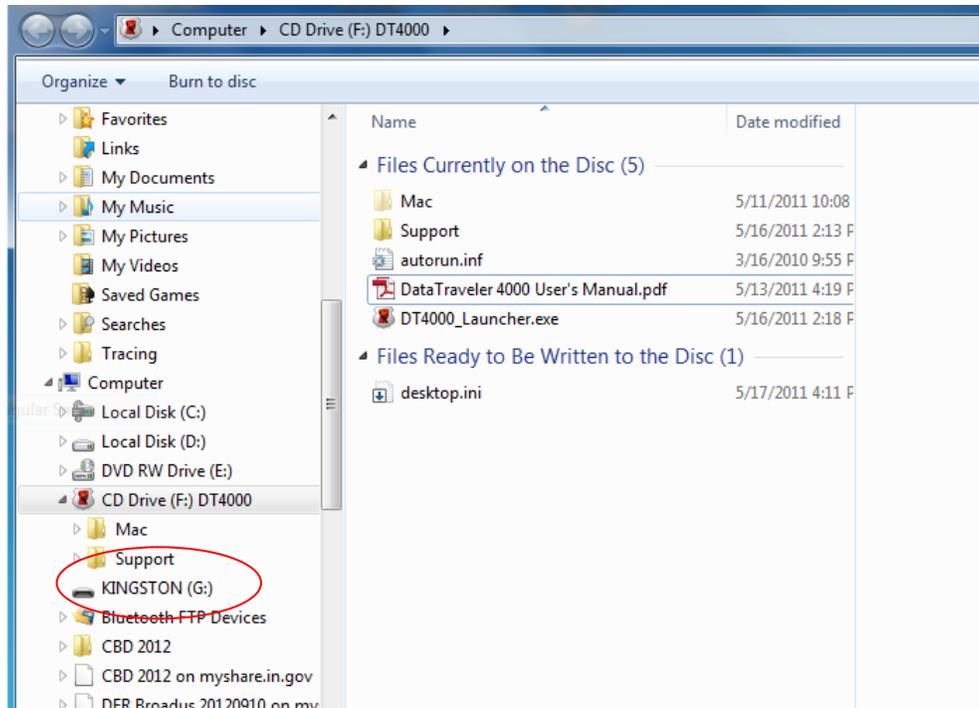
After first use—after you have setup the device it is ready for use:

To use the Kingston USB drive, plug it into a USB port, open *Windows Explorer* or *My Computer*; Click the **DT4000** icon, then double click **DT4000_Launcher** (the same way as described under First Use above). You will be prompted to enter your password:

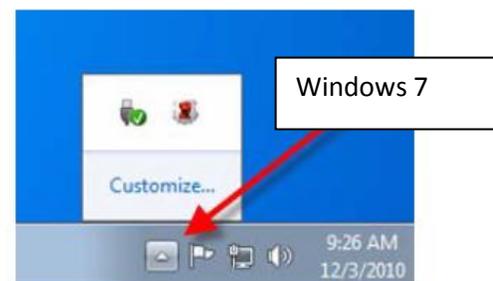
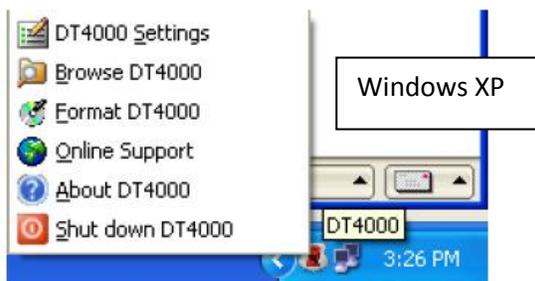


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The next drive letter (drive G in this example) will be labeled KINGSTON. Files may be copied to the KINGSTON drive: cut-and-paste; copy-and-paste; drag-and-drop files to and from this drive, or files may be opened, used, saved to, and deleted from the drive. This is the secure, encrypted USB drive partition.



When you are done using the USB drive, click on the **DT400 icon** in the Task Bar (Windows XP) or the System Tray/Up Button and then the **DT400 icon** (Windows 7); then click **Shut down DT4000** to safely turn off the device. You will be prompted when it is safe to remove the device.



Complex Password:

This device requires a complex password made up of characters from three of the four following categories:

1. Upper case English letters (A – Z)
2. Lower case English letters (a – z)
3. Numbers: 0 – 9
4. Special Characters (e.g., !, @, #, \$, %, &, -, _)

If your USB drive is lost or stolen, immediately report it to your supervisor

Do not store your password with the device.

The purpose of using encrypted USB drives is that all of the data on the drive is protected by encryption technology—the information is coded and locked and cannot be read without the password. This way, if the device is lost or stolen the data remains secure.

If you keep your password with the device it is the same as not encrypting the device and anyone with your password and the device can read all of the data on the device.

If you forget your password: you can click on [Forgot Password](#) on the logon screen and enter a new password, *but all of the data on the device will be completely erased.*

Note: There is a more detailed user manual on the drive's protected partition. Please use this as needed.